



Albemarle County

Legislation Text

File #: 19-215, **Version:** 1

AGENDA DATE: 3/6/2019

TITLE:

Personnel Policy P-61 Amendments

SUBJECT/PROPOSAL/REQUEST: Consideration of amending and reorganizing personnel policy P-61

ITEM TYPE: Consent Action Item

STAFF CONTACT(S): Richardson, Kamptner, DeLoria, Gerome, Shigeoka

PRESENTER (S): N/A

LEGAL REVIEW: Yes

REVIEWED BY: Jeffrey B. Richardson

BACKGROUND: Beginning this spring, local government and school employees will be using a new, online time and attendance system to manage their timekeeping, attendance, and leave. In addition to improving the accuracy of records and employees having the ability to access their information on a real-time basis, the new system will be compatible with several existing systems, such as payroll, and the scheduling applications used by Police, Fire and Rescue, and the School Division for substitute teachers, in addition to other benefits.

The company implementing the new system is Kronos, a nationally-recognized expert in this field that has extensive experience with many leading governmental and private sector organizations. Several personnel policies related to leave and pay were updated and reorganized in order to facilitate this process and to realign or correct current practice. The first proposed draft of this policy (Attachment B) was on the consent agenda on February 6, 2019. It was removed from the consent agenda for further staff considerations. The updated proposed draft of this policy (Attachment C) is before the Board for consideration.

STRATEGIC PLAN: Quality Government Operations: Ensure County government's capacity to provide high quality service that achieves community priorities.

DISCUSSION: The initial draft personnel policy (Attachment B), which went to the Board on February 6, 2019, included the following changes:

- Changes title for clarity.
- Updates language for clarity, consistency, and current practice.
- Incorporates all pay related processes and programs into one comprehensive policy.
- Clarifies expectations for staff schedules including alternative schedules and flex time.
- Adds new terms for clarity.
- Establishes and clarifies rules for time recording, increments, and reductions in pay for exempt and non-exempt employees.
- Clarifies how compensatory time leave is earned and paid out.
- Standardizes eligibility and pay rate for on-call compensation and for call-back compensation.

- Establishes new rules and rates for receiving shift differential pay.
- Clarifies pay for non-exempt employees during building closures.
- Moves leave specific information to the new Leave Program policy.

In addition to the above changes, the updated proposed personnel policy (Attachment C) includes the following changes:

- Provides an exception to allow ordinary travel time to work to be compensable under specific situations to include travel for patrol police officers who are expected to respond to calls for service while enroute to work.
- Clearly articulates that only emergency travel time is compensable under Call Back and ordinary travel to work is normally not compensable.
- Lengthens shift differential periods by one hour, increases percentage for such premium pay, and reduces the length of time needed to work to be eligible for the shift differential premium pay.

BUDGET IMPACT: The Office of Management and Budget (OMB) anticipates a budgetary impact for General Government of approximately \$10,000 related to On-Call policy changes. Human Resources in consultation with OMB anticipates a budgetary impact of no more than \$44,000 related to the Shift Differential policy changes.

Other changes are not anticipated to have significant impacts, however, OMB will continue to monitor as part of regular budget processes.

RECOMMENDATION:

Staff recommends that the Board adopt the attached Resolution (Attachment A) to amend personnel policy § P-61 as set forth above and in Attachment D.

ATTACHMENTS:

- A - Resolution
- B - Initial Draft of § P-61
- C - Updated Proposed Draft of § P-61 Showing Changes From Initial Draft
- D - Clean Version of Proposed § P-61 for Adoption